Individual Professional Development Plan (IPDP) for Early Childhood Administrators and Education Coordinators

Instructions

This document has been developed to help Early Childhood Administrators and Education Coordinators create individual professional development plans (IPDPs) for their professional growth and improvement. IPDPs include specific, concrete professional development goals based on your evaluation of your current knowledge and competencies in the domains of Rhode Island’s Workforce Knowledge and Competencies framework (WKCs) for Early Childhood Administrators and Education Coordinators.

For your convenience, we include on page 2 a link to the RIDE website where you can access the WKCs. We also include a link to the Center for Early Learning Professionals website, where you will find resources that can assist you in completing a self-reflection of your professional strengths and needs. Once you have determined your professional development goals, your next step is to develop an action plan for achieving each goal.

Programs can use this form to develop an IPDP that meets requirements for DCYF licensing, BrightStars participation, RIDE CECE program approval, and State Pre-K monitoring. If your program uses its own form to document IPDPs, this form will need to include the following elements:

- Concrete professional development goals
- A description of the process used to determine those goals
- The specific domains and sub-headings of the WKCs related to each goal
- Concrete action steps for achieving each goal
- Checkpoints to assess and document the progress made toward achieving each goal

To complete your IPDP, fill in the information on page 2. Then, use the attached goal sheets to list your goals and your plan for achieving them. Use one goal sheet for each goal in your IPDP. You can copy and paste in additional sheets for additional goals, as needed. When you are finished, save and store a copy of your IPDP in a safe place so you can retrieve it to track your progress and revise your goals, if necessary.

This document can be completed electronically, by typing directly into the form and then saving it to your computer. We recommend that each time you update this IPDP, you save it as a new document with a new date. If you prefer, you can print this form and fill it out by hand. Be sure to print additional goal sheets for each additional professional development goal.
Individual Professional Development Plan (IPDP) for Early Childhood Administrators and Education Coordinators

Cover Sheet

Name: ____________________________________________
Signature: ____________________________________________ Date: __________

Current Position (select one):
- [ ] Administrator
- [ ] Education Coordinator
- [ ] Administrator and Education Coordinator

Age Group I Work With (select all that apply):
- [ ] Infants and Toddlers
- [ ] Preschoolers
- [ ] School-age
- [ ] Birth to 5

I created this plan collaboratively with my supervisor: _________

Supervisor’s Name: ____________________________________________

I created this plan with other support (please describe):

I created this plan on my own: _________

Total number of professional development goals in this plan: _________

To access the WKCs, visit: exceed.ri.gov/Pages/Professionals/ProfessionalsDefault.aspx

Download this form at the Center for Early Learning Professionals website: www.center-elp.org
Early Childhood Administrator or Education Coordinator

IPDP Goal Sheet

Name: ________________________________

Goal Number: ________________________

Professional Development Goal: ________________________________

Information I used to develop this goal: (Select those that apply.)

____ DCYF Monitoring Report
____ BrightStars Assessment Report
____ RIDE CECE Monitoring Report
____ State Pre-K Monitoring Report
____ Center for Early Learning Professionals WKC Self-Reflection (www.center-elp.org)
____ Supportive Supervision
____ Observation and Feedback (supervisor, peer, family, community, etc.), specify: ________________________________
____ Program Administration Scale
____ Teacher observation tool (CLASS, ERS, etc.), specify: ________________________________
____ School District Observation System
____ Other, specify: ________________________________

Workforce Knowledge and Competencies Domain and sub-heading(s) related to this goal: (Select all that apply.)

____ Leadership
____ Promoting Professionalism
____ Creating a Vision, Mission, and Strategic Plan
____ Facilitating Shared Decision Making
____ Creating a Positive Work Climate
____ Advocating for Children, Families and the Workforce

____ Program Management
____ Creating Systems for Effective Internal Communication
____ Implementing Sound Fiscal Management Practices
____ Developing Organizational Structures, Policies, and Procedures
____ Maintaining Facilities and Equipment
Continuous Quality Improvement
   ______ Leading Program Improvement Efforts
   ______ Promoting Evidence-Based Decision Making
   ______ Managing Organizational Change

Staff Support
   ______ Recruiting, Hiring, Retaining and Orienting Staff
   ______ Supervising Staff and Promoting Professional Development
   ______ Evaluating Performance

Community Partnerships
   ______ Creating Systems for External Communication and Marketing
   ______ Collaborating and Contributing to Community Partners
   ______ Connecting Children and Families to Community-Based Services
   ______ Ensuring Smooth Transitions and Continuity of Learning

Family Engagement
   ______ Supporting Respectful Relationships with Families
   ______ Promoting Family Involvement in Decision Making

Development and Learning
   ______ Supporting Children’s Development in All Domains
   ______ Coordinating Internal and External Supports for Children
   ______ Supporting Children with Developmental Delays and Disabilities

Curriculum
   ______ Building a Meaningful Curriculum Framework
   ______ Supporting Curriculum Implementation

Child Assessment
   ______ Developing Effective Systems for Child Assessment
   ______ Supporting Developmentally Appropriate Assessment Practices
   ______ Communicating Assessment Data to Others
I have identified the following strengths and areas I need to strengthen in this domain area:

Current Strengths:

Knowledge and Competencies I need to strengthen:

My plan for achieving this professional development goal:

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<th>Steps I will take to make progress toward achieving my goal</th>
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Resources and supports that will help me achieve this goal:
Progress Notes:

3 Months:

6 Months:

9 Months:

12 Months:
Early Childhood Administrator or Education Coordinator

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